



Library Tentative Budget Worksheet FY17-18

Fund 234 - Room Tax

Account	Account Description	2014 Actual Amount	2015 Actual Amount	2016 Actual Amount	2017 Adopted Budget	2017 Amended Budget	2018 Projected Budget
Fund 234 - Room Tax							
EXPENSE							
Department 804 - Library							
Salaries & Wages							
510.000	Salaries & Wages	595,674.00	574,908.88	597,932.64	792,494.00	792,494.00	783,859.00
511.165	Holiday Overtime	.00	199.44	.00	.00	.00	.00
511.167	Vacation Payout	311.63	18,958.67	4,254.52	.00	.00	.00
511.169	Comp Payout	.00	127.68	8.81	.00	.00	.00
511.170	Overtime	.00	.00	37.40	.00	.00	.00
511.171	Holidays	28,222.76	30,554.48	26,734.33	.00	.00	.00
511.172	Comp Paid	1,803.98	1,766.44	2,260.83	.00	.00	.00
511.173	Vacation	51,460.64	49,499.88	45,280.65	.00	.00	.00
511.174	Sick	18,849.13	26,499.11	26,409.16	.00	.00	.00
511.178	Sick Leave Payoff	.00	10,587.58	321.55	.00	.00	.00
Salaries & Wages Totals		\$696,322.14	\$713,102.16	\$703,239.89	\$792,494.00	\$792,494.00	\$783,859.00
Employee Benefits							
511.181	Retirement	171,824.53	173,762.53	188,438.98	215,210.00	215,210.00	212,771.00
511.182	Pact Workers Comp	21,904.52	26,822.68	27,355.96	29,163.00	29,163.00	36,367.00
511.183	Group Insurance	104,991.12	111,626.48	108,697.26	121,264.00	121,264.00	99,478.00
511.184	Unemployment	3,367.50	3,162.06	3,385.10	3,963.00	3,963.00	2,085.00
511.186	Medicare	9,839.93	10,330.98	10,017.22	11,491.00	11,491.00	11,148.00
511.189	Cell Phone Stipend	.00	399.50	960.50	.00	.00	.00
511.190	Pact Other	3,876.62	1,451.81	.00	.00	.00	.00
511.195	Qasdi	507.60	515.17	510.63	1,465.00	1,465.00	1,487.00
511.201	PEBS-Rel.Medical	12,107.76	8,937.60	5,676.00	5,676.00	5,676.00	.00
Employee Benefits Totals		\$328,419.58	\$337,008.81	\$345,041.65	\$388,232.00	\$388,232.00	\$363,336.00
Services & Supplies							
520.029	Program Underwriting	6,413.44	8,270.86	7,008.49	4,000.00	6,800.00	6,000.00



520.045	Computer System	48,384.29	59,926.82	42,398.33	55,000.00	55,000.00	55,000.00
520.055	Telephone Expense	4,195.26	4,784.26	5,224.30	4,500.00	4,500.00	4,200.00
520.060	Postage/Po Box Rent	3,334.62	3,486.89	3,485.55	3,200.00	3,200.00	3,200.00
520.064	Travel	8,692.42	18,322.56	4,600.30	6,000.00	6,000.00	6,000.00
520.072	Advertising	586.24	1,760.90	.00	200.00	200.00	.00
520.078	Printing & Binding	502.18	453.50	227.87	100.00	100.00	100.00
520.085	Communications	1,830.00	.00	1,445.75	500.00	500.00	1,000.00
520.088	Utilities	35,002.34	31,484.25	31,382.61	35,000.00	35,000.00	33,000.00
520.097	Maint B&G	8,766.38	8,933.36	996.52	2,000.00	2,000.00	2,000.00
520.098	Janitorial Services	19,910.40	19,910.40	19,910.40	20,000.00	20,000.00	20,000.00
520.107	Maint Equip	13,334.04	8,778.58	13,614.95	9,000.00	9,000.00	9,000.00
520.114	Motor Pool Expense	5,000.00	5,679.96	5,525.00	5,650.00	5,650.00	5,679.00
520.136	Rents & Leases Equipment	4,413.36	5,208.58	4,881.11	6,000.00	6,000.00	5,500.00
520.156	Risk Mgmt-Co. Insurance	33,653.00	34,468.00	33,864.00	32,794.00	32,794.00	33,120.00
520.169	EMRB Assessment	81.00	87.75	.00	.00	.00	.00
520.170	Memberships	535.00	685.50	529.00	400.00	400.00	500.00
520.198	Recycling Expense	.00	1,167.87	655.00	300.00	300.00	300.00
520.200	Training & Education	2,987.50	1,595.00	725.49	1,500.00	2,000.00	1,500.00
520.240	Data Lines	3,759.31	5,502.94	9,322.25	7,000.00	7,000.00	7,000.00
521.100	Professional Services	19,870.00	6,814.00	4,964.64	100.00	100.00	100.00
521.134	Cataloging	21,836.75	22,771.18	24,566.02	23,000.00	23,000.00	23,000.00
530.001	Circulation Supplies	328.64	.00	3,339.99	1,000.00	1,000.00	2,500.00
532.054	Library Materials	176,992.06	178,131.34	194,707.95	105,299.00	163,032.00	105,000.00
532.057	Processing Materials	6,302.33	5,614.27	8,701.10	4,000.00	4,000.00	2,000.00
532.065	Institutional Supplies	179.95	375.75	309.80	500.00	500.00	500.00
533.800	Office Supplies	3,431.78	5,971.17	3,612.96	4,000.00	4,000.00	4,000.00
533.802	Small Equipment	3,934.92	18,317.10	8,576.06	1,500.00	1,500.00	3,000.00
533.813	Office Products Program	5,921.46	2,813.59	4,486.91	4,000.00	4,000.00	5,000.00
533.817	Small Projects	5,264.02	1,500.00	.00	3,000.00	73,000.00	2,073.00
540.012	Statewide Collection Gran	5,289.02	2,442.00	5,339.18	.00	5,018.00	.00
550.100	Bank Fees-Credit Card Processing	685.02	486.18	623.10	400.00	400.00	400.00

Services & Supplies Totals

\$451,416.73 \$465,744.56 \$445,024.63 \$339,943.00 \$475,994.00 \$340,672.00

Capital Outlay/Projects

562.000	Capital Projects	25,007.37	.00	.00	.00	48,550.00	.00
564.500	Machinery & Equipment	31,659.00	6,067.00	.00	.00	.00	.00



Capital Outlay/Projects Totals							
Department	804 - Library Totals	\$1,532,824.82	\$1,521,922.53	\$1,493,306.17	\$1,520,669.00	\$1,705,270.00	\$1,487,867.00

WORK WEEK & HOLIDAYS POLICY
DOUGLAS COUNTY PUBLIC LIBRARY

DRAFT PROPOSED to LIBRARY BOARD OF TRUSTEES – March 28, 2017

As a department of Douglas County, the Douglas County Public Library follows the applicable requirements of the Fair Labor Standards Act, and follows the work week and payday schedule set forth by the County.

In following the policies and procedures established by Douglas County, the library's official work week is designated as Saturday through Friday.

Every year by November, the Library Board of Trustees will establish the days the libraries will be closed for holiday observance for the upcoming year.

Because the library's days of operation include Saturdays, and the official Douglas County holiday schedule is based on a Monday through Friday schedule of operation, there are times when the library is closed on different days for holidays. This rule applies to holidays that occur on Saturdays and Sundays. In those cases, the library closes on the County holiday and on the actual holiday. For example, if Christmas occurs on a Saturday and the county's official closing day is Friday, December 24, the library will close on December 24 and December 25. Employees will have the option to either use annual leave or to work their full schedules within the holiday week.

Both the main library in Minden and the Lake Tahoe Branch Library observe Nevada Day with other Douglas County offices on the last Friday in October. The Library closes on Nevada Day and the Saturday following Nevada Day. All employees will be given the opportunity to work their full schedules Monday through Thursday of Nevada Day week, or use annual leave hours.

Both the main library in Minden and the Lake Tahoe Branch Library close at 5:00 PM on Thanksgiving Eve.

Both the main library in Minden and the Lake Tahoe Branch Library close at 5:00 PM on Christmas Eve and New Year's Eve.

LIBRARY BOARD OF TRUSTEES

APPROVED 1993, 1997, 2002, 2007, FEBRUARY 26, 2013

Douglas County & DCPL Holidays 2017

DRAFT PROPOSED to LIBRARY BOARD OF TRUSTEES – March 28, 2017

HOLIDAY	COUNTY CLOSED	LIBRARY CLOSED
New Year's Day	Monday, January 2, 2017	Monday, January 2, 2017
Martin Luther King Day	Monday, January 16, 2017	Monday, January 16, 2017
President's Day	Monday, February 20, 2017	Monday, February 20, 2017
Memorial Day	Monday, May 29, 2017	Monday, May 29, 2017
Independence Day	Tuesday, July 4, 2017	Tuesday, July 4, 2017
Labor Day	Monday, September 4, 2017	Monday, September 4, 2017
Nevada Day	Friday, October 27, 2017	Friday, October 27, 2017, <i>Sat Oct 28</i>
Veteran's Day	Friday, November 10, 2017	Friday, November 10 & Saturday, November 11
Thanksgiving Day	Thursday, November 23, 2017	Thursday, November 23, 2017
Family Day	Friday, November 24, 2017	Friday, November 24, 2017
Christmas Holiday	Monday, December 25, 2017	Monday, December 25, 2017
New Year's Day	Monday, January 1, 2018	Monday, January 1, 2018

Director's Monthly Report March 2017



1. Volunteer Reception. The library volunteer reception will be held on Friday, April 28 from 2:30-4:30 pm. We will also be celebrating our 50th anniversary at this event. The library staff is working on the reception that will celebrate our library and our extraordinary volunteers.
2. Bookmobile update. The bookmobile fundraising project has wonderful donations on the way. An anonymous donor has come forward with a \$50,000 donation. A donation of unknown amount has been pledged by Michael Hohl. Without that figure, the total raised so far is \$170,000, leaving us about \$70,000 to raise.
3. Minden Library. There will be improvements in the near future at the Minden library. Due to one-time funds becoming available from FY 2015-2016, we will be adding new blinds to the meeting room and new storage space for donations. We will also use these funds to buy new printers, updated signage, new workstations, and other improvement projects.
4. Douglas County. The tentative budget presentations will be heard by the Board of County Commissioners March 27-30. The Library has been scheduled to present our budget on March 30. This is the first step in the County budget process. The budget will be finalized during the first week of May.
5. Nevada Library Legislative Day. The Nevada Library Legislative Day with state legislators is on April 12. There are three bills related to libraries in this legislative session. (see information on Agenda) The public is encouraged to send comments through the legislative website if unable to attend the hearings.
6. Federal budget impact. The new proposed Federal budget would completely eliminate the Institute of Museum and Library Services (IMLS), the source of Library Services and Technology Act (LSTA) grant funding. Nevada also receives \$416,000/year in LSTA funding to support our statewide databases.

DOUGLAS COUNTY PUBLIC LIBRARY
Statistical Report
FY 2016-2017

	Year-to-Date			February 2017		
Circulation	Minden	Tahoe	Total	Minden	Tahoe	Total
Items Checked Out/Renewed	104,167	6,543	110,710	12,862	635	13,497
eCheckouts			6,811			872
New Cards Issued	882	75	957	106	5	111
Patrons	27,992	3,439	31,431	28,099	3,442	31,541
Library Visits	64,316	10,044	74,360	7,725	985	8,710
Inventory	104,985	26,775	131,760	105,019	26,751	131,770
Interlibrary Loans Requested	362	38	400	62	-	62
Interlibrary Loans Loaned	230	17	247	41	4	45
Homebound Patrons	24	-	24	23	-	23
Homebound Checkouts	1,311	-	1,311	160	-	160
Database Sessions			18,103			2,041
Services	Minden	Tahoe	Total	Minden	Tahoe	Total
Meeting Room Use	242	26	268	31	4	35
Meeting Room Attendance	2,904	331	3,235	372	48	420
Pine Nut Room Use	68	-	68	9	-	9
Pine Nut Room Attendance	340	-	340	45	-	45
Kids' Programs	191	26	217	22	8	30
Kids' Program Attendance	3,736	263	3,999	339	34	373
Teen Programs	3	1	4	1	-	1
Teen Program Attendance	142	4	146	10	-	10
Adult Programs	31	1	32	7	-	7
Adult Program Attendance	525	16	541	116	-	116
Total Programs	225	28	253	30	8	38
Total Program Attendance	4,403	283	4,686	465	34	499
Outreach	18	2	20	1	-	1
Public Computer Use	6,907	564	7,471	726	64	790
ADA-pc Use	47	7	54	4	1	5
Wireless Use			11,718			1,459
Volunteers	438	82	520	47	1	48
Volunteer Hours	1,947	291	2,238	220	5	225

Useful Use February 2017						
DLT			DCL			
Internet			Internet		ADA	
Internet & Office	64		Internet & Office	576	Extended use	4
Large Print (LP)	1		Large Print (LP)	43	Restricted LP	0
			15-minute Internet & Office	83		
		Word processing	24			
Total	65		Total	726	Total	4

EBSCOhost usage report											
Douglas County Public Library											
Fiscal year 2016-2017											
By # of sessions	Year-to-date	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017		
Collection used											
Academic Search Main Edition	45	2	2	2	2	6	6	4	22		
AHFS Consumer Medication Info	24	1	1	1	1	2	4	1	13		
American Heritage Children's Dictionary	1	-	-	-	-	-	-	-	1		
Associated Press Video Collection	11	1	-	-	5	1	1	-	3		
Automobile Repair Reference Center	24	2	1	7	7	4	1	-	2		
BIR Entertainment	23	1	1	1	1	1	4	1	13		
Book Index with Reviews	3,812	796	553	431	582	396	311	443	300		
Business Source Elite	26	1	1	1	1	2	6	1	13		
Consumer Health Complete (incl. EBSCOhost)	68	2	1	11	15	17	4	1	17		
eBook Collection	3	2	1	-	-	-	-	-	-		
ERIC	35	2	1	2	3	3	4	2	18		
European Views of the Americas 1493-1750	23	1	1	1	1	1	4	1	13		
Flipster	170	19	17	17	19	22	23	16	37		
Funk & Wagnall's New World Ency.	26	3	1	1	1	1	4	1	14		
GreenFILE	33	1	2	1	10	1	4	1	13		
Health Source: Consumer Ed.	31	2	1	1	3	4	4	1	15		
Health Source: Nursing/Academic Edition	24	1	1	2	1	1	4	1	13		
Image Collection	63	3	3	4	12	7	7	4	23		
Image QuickView Collection	2	-	-	-	-	1	1	-	-		
Library, Info. Sci. & Technology Abstracts	30	3	3	1	1	2	5	1	14		
Mainfile	49	2	2	2	11	3	7	1	21		
Marketline Company Profiles Authority	25	1	1	1	1	1	6	1	13		
Marketline/Medtrack Company Profiles	22	-	-	1	10	2	-	-	8		
MAS Ultra - School Ed.	25	2	1	1	2	1	4	1	13		
MasterFILE Premier	43	2	3	2	10	3	6	2	15		
Medical Video & Animation Collection	28	2	-	1	3	3	4	1	14		
Middle Search Plus	25	3	1	1	1	1	4	1	13		
Newspaper Source	-	-	-	-	-	-	-	-	-		
Newspaper Source Plus	33	3	2	3	5	1	5	1	13		
Newswires	116	13	10	10	19	12	8	9	35		
Novelist	315	64	64	461	36	32	28	20	25		
Novelist Plus	12,249	1,965	1,659	1,526	1,698	1,568	1,079	1,626	1,128		
Primary Search	25	1	1	1	1	1	4	1	15		
Professional Development Collection	52	3	1	4	3	2	4	6	29		
Public Library Core Collection: Nonfiction	45	10	7	2	2	4	4	1	15		
Regional Business News	23	1	1	1	1	1	4	1	13		
Science Image Collection	36	3	2	2	10	1	4	1	13		
Science Reference Center	36	3	2	2	10	1	4	1	13		
Science Video Collection	36	3	2	2	10	1	4	1	13		
Teacher Reference Center	24	1	1	1	1	1	4	2	13		
Topic Overviews K-5	11	-	-	-	-	-	-	-	1		
Topic Overviews 6-12	-	-	-	-	-	-	-	-	-		
Web News	116	13	10	10	19	12	8	9	35		
Total sessions	17,798	2,938	2,362	2,103	2,517	2,123	1,588	2,165	2,002		

By # of searches	Year-to-date	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017
Collection used	Total	Total	Total	Total	Total	Total	Total	Total	Total
Academic Search Main Edition	289	2	6	8	2	68	33	19	151
AHS Consumer Medication Info	145	1	2	5	2	10	22	1	102
American Heritage Children's Dictionary	1	-	-	-	-	-	-	-	1
Associated Press Video Collection	29	1	-	-	15	2	7	-	4
Automobile Repair Reference Center	45	-	-	20	11	7	4	-	3
BIR Entertainment	143	1	2	5	2	8	22	1	102
Book Index with Reviews	12,421	2,627	1,716	11,381	11,902	1,338	1,076	1,361	1,020
Business Source Elite	154	1	2	5	2	8	33	1	102
Consumer Health Complete (Incl. EBSCOhost)	268	2	6	47	36	32	22	1	122
eBook Collection	8	6	2	-	-	-	-	-	-
ERIC	201	2	2	6	11	10	22	17	131
European Views of the Americas 1493-1750	143	1	2	5	2	8	22	1	102
Flipster	273	48	17	26	30	38	41	24	49
Funk & Wagnall's New World Ency.	146	3	2	5	2	8	22	1	103
GreenFILE	171	1	6	5	26	8	22	1	102
Health Source: Consumer Ed.	165	2	2	5	5	12	22	1	116
Health Source: Nursing/Academic Edition	145	1	2	6	3	8	22	1	102
Image Collection	327	3	19	9	34	69	34	19	140
Image QuickView Collection	2	-	-	-	-	1	1	-	-
Library, Info. Sci. & Technology Abstracts	155	3	7	5	2	9	23	1	105
MainFile	242	2	6	8	28	34	33	1	130
Marketline Company Profiles Authority	153	1	2	4	3	8	33	1	101
Marketline/Medtrack Company Profiles	83	-	3	2	25	26	-	-	27
MAS Ultra - School Ed.	146	2	2	5	4	8	22	1	102
MasterFILE Premier	200	2	6	8	27	9	33	2	113
Medical Video & Animation Collection	148	2	-	4	5	11	22	1	103
Middle Search Plus	146	3	2	5	3	8	22	1	102
Newspaper Source	3	3	-	-	-	-	-	-	-
Newspaper Source Plus	179	-	16	9	20	8	23	1	102
Newswires	898	179	182	89	56	101	35	57	199
Novelist	1,202	262	200	190	254	188	30	36	52
Novelist Plus	43,648	7,543	6,003	5,325	6,225	5,213	3,819	5,619	3,901
Primary Search	147	1	2	5	2	8	22	1	106
Professional Development Collection	311	3	2	49	25	9	22	40	161
Public Library Core Collection: Nonfiction	573	184	184	52	3	13	22	1	114
Regional Business News	144	1	2	5	3	8	22	1	102
Science Image Collection	173	3	5	6	27	8	22	1	101
Science Reference Center	176	3	6	8	26	8	22	1	102
Science Video Collection	173	3	5	6	27	8	22	1	101
Teacher Reference Center	144	1	2	5	2	8	22	1	101
Topic Overviews 6-12	3	2	-	-	2	8	22	2	102
Web News	898	179	182	89	56	101	35	57	199
Total searches	65,021	11,074	8,607	7,417	8,908	7,409	5,753	7,275	8,578